

StarLab® Request and Handling Agreement

Due to the value of this equipment (over \$14,000) and how frequently it will be rented, the ROE/Professional Development Alliance (PDA), 2705 McDonough St., Joliet, IL, 60436, 815-744-8334 is asking you to abide by the following guidelines:

1. Equipment may **ONLY** be used by teaching staff who closely following the set-up/tear-down instructions. *although not required, we do recommend attending one of our StarLab® trainings.
2. Inform the PDA in writing at the time of equipment return of any items which are damaged or need replacement, i.e. burned- out bulbs, broken pointer lights, missing snaps on fan, etc.
3. Students are not to handle the following equipment:
 - a. Projection system or cylinder of the StarLab®
 - b. Pointer lights
4. It is the responsibility of the teacher/administrator checking out the equipment to return it on time. Standard rent time is 1 week. StarLab should be returned by 3:30 pm on Friday.
5. Rental fee is \$75.00 for the week. If the rental fee is not paid in advance, an invoice will be sent to the school or district.

Date of Request _____ Requesting School/District _____

Requestor _____

Pick up date _____ Return Date _____

Equipment User (if different from above) _____

Contact Info (email or phone) _____

Contact for Billing _____

Billing address _____

Requestor Signature

PDA Signature

Return completed form to dchapman@pdaonline.org